

**Commonwealth of Massachusetts
Town of Lanesborough**



Job Title: Administrative Assistant

Classification: Exempt
Status: Full-time (80 hours bi-weekly)

Pay Scale/Grade/Salary: \$25.00 per hour
Reports to: Town Administrator

Job Summary:

The Administrative Assistant, at the direction of the Town Administrator, aids with direction and control over departments, community development, Human Resources, daily operations, budgeting, citizen complaints, and legal issues. The Administrative Assistant assists with management, administrative, and secretarial work supporting the Town Administrator, Board of Selectmen, and all Town boards and committees in the discharge of all departmental functions; all other related work as required.

Essential Functions:

The essential functions or duties for the Administrative Assistant are intended as illustrations of various types of work that is performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The position functions as a part of the senior management team to ensure effective and efficient municipal operations.

Human Resource Job Duties

- Responsible for working with Town Departments for posting job openings and the candidate screening process.
- Administers benefits to employees and schedules new employee orientation
- Maintains, develops, and updates job descriptions.
- Maintains personnel records by recording new hires, transfers, terminations, changes in job classifications, merit increases, tracking vacation, sick and personal time. Assists with tracking employee data.
- Coordinates employee training
- Processes insurance claims for the Town.

Clerical Job Duties

- Sorts and reviews department and committee correspondence, drafts notices, memos, reports, correspondence, and other documents for the Board of Selectmen, Town Administrator, and committees as needed.
- Schedules appointments for the Town Administrator and Board of Selectmen
- Maintains department filing system
- Prepares and posts agendas for Board of Selectmen's meetings and other meetings as requested. Completes meeting minutes for the Board. Meetings are typically once a month in the evening.

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- Receives applications for commercial licenses; type and issue licenses once approved by the Board of Selectmen and appropriate agencies.
- Accepts and records fees for licenses and permits issued by the Selectmen, Building and related Inspectors.
- Coordinates preparing and printing of the Annual Town Report. Coordinates arrangements for Town Meeting's with the Town Clerk.
- Updates and manages the Town website.

Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

1. **Employer Relations** – Manages difficult or emotional customer situations; responds to requests for service and assistance; meets commitments.
2. **Interpersonal Skills** – Focuses on solving conflict; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas.
3. **Oral Communication** – Speaks clearly and persuasively in positive or negative situations; demonstrates group presentation skills; participates in meetings.
4. **Written Communication** – Writes clearly and informatively; edits work for spelling and grammar; presents numerical data effectively; able to read and interpret written information.
5. **Teamwork** – Balances team and individual responsibilities; exhibits objectivity and openness to others; views; contributes to building a positive team spirit; puts success of team above own interests.
6. **Professionalism** – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
7. **Quality** – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
8. **Judgement** – Exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
9. **Adaptability** – Manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
10. **Innovation** – Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas.

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11. **Accountability** – Ability to take responsibility for decisions made during a task, job, or project.
12. **Personal Development** – Displays a high level of energy, persistence, and a positive outlook.
13. **Planning/Organizing/Priority Setting** – Uses technology, resources, and time efficiently.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – BA in Public Administration, Political Science, or Human Resource Management, or related field. 1-3 years of experience in municipal or other local/state/federal government preferred.

Language Skills – Ability to read, analyze, and interpret government administration, legal, and HR related documents. Ability to respond to common inquiries or complaints. Ability to write articles for publication that conform to prescribed style and format. Ability to effectively present information to management and public groups.

Computer Skills – To perform this job successfully, an individual should have knowledge of accounting software; Microsoft Access database software; Microsoft Internet Explorer, and Microsoft Outlook Internet software; payroll systems; Microsoft Excel spreadsheet software and Microsoft word processing software.

Additional Skills – An individual should also understand current contract, payroll, and benefit laws.

Physical Demands:

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, hand, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Work Environment & Special Needs:

While performing the duties of this job, the employee is mostly working in an office environment. Must have a valid driver's license and be able to travel if required to attend meetings and seminars. This job description does not imply that these are the only duties to be performed. Employees occupying this position will be required to follow any other-related instructions and to perform any other job-related duties requested by the Board of Selectmen. Furthermore, this does not establish a contract for employment and is subject to change at the discretion of the employer.

**The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

By signing this I acknowledge that I can perform all the essential functions and duties described in this job description.

Received by: Signed: _____ Date: _____

Print name: _____